



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 04-53

24-AUG-04

**THRIFT SAVINGS PLAN
(TSP)
TRANSFERRING FUNDS AND ROLLOVERS**

1. Did you know you can transfer or rollover money from a traditional IRA account into your existing TSP account? The TSP can accept funds from a traditional IRA or an eligible employer plan and all transfers must consist of "before-tax" money. If you are considering making a transfer, you should check with your tax advisor to ensure funds are eligible.

2. Two methods exist for transferring your money.

A. If you have not received the money from your former plan, complete Form TSP-60, Request for a Transfer Into the TSP and submit it to the administrator of the IRA or plan. Once completed, they should submit the form and funds to the TSP Service Office.

B. If you have received the funds, you have sixty (60) days to transfer them, beginning on the day you received them. After that, it will not be eligible for rollover. Submit the Form TSP-60 and funds to the TSP Service Office within sixty (60) days of the date you received the money. Taxes should have been withheld by your former plan. If not, you will have to make up the difference from your own funds.

3. Once TSP receives the funds and a properly completed Form TSP-60, the money will be invested according to your current contribution allocation. If one is not on file, funds are invested in the G Fund.

4. The TSP Website, www.tsp.gov, contains further information on Transfers and Rollovers. Additionally, all TSP Forms for downloading and printing, to include the Form TSP-60, Request for a Transfer Into the TSP, may be obtained at the above site.

5. If you have any questions, contact Ms. Lisa Nagata at CAGNET 63601, DSN 466-3601 or (916) 854-3601.


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